



RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet
STATE POLICE

Schedule Date: January 1, 1983
Change Date: September 14, 2006

Prepared by
STATE RECORDS BRANCH

Public Records Division
Kentucky Department for Libraries and Archives



RECORDS RETENTION SCHEDULE

Signature Page

Department of State Police

Agency

January 1, 1983

Schedule Date

Unit

September 14, 2006

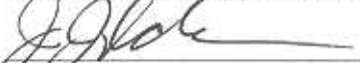
Change Date

September 14, 2006

Date Approved By Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:



Agency Head

9-14-06

Date of Approval



Agency Records Officer

9-14-06

Date of Approval



State Archivist and Records Administrator
Director, Public Records Division

9/17/2006

Date of Approval



Chairman, State Archives and Records Commission

9/14/06

Date of Approval


The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:



Records Analyst/Regional Administrator

9-14-06

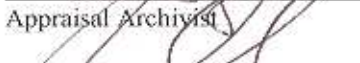
Date of Approval



Appraisal Archivist

9/14/06

Date of Approval



State/Local Records Branch Manager

14 Sep 06

Date of Approval

The determination as set forth meets with my approval.



Auditor of Public Accounts

9-14-06

Date of Approval

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: January 01, 1983

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Justice and Public Safety
State Police
Administrative
Professional Standards

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00102	Complaint Investigation Report File (C) KRS 61.878 (1) (a) (h) Change Date: 6/13/1991	This series documents investigations of all written citizen complaints regarding alleged acts of misconduct by Department of State Police officers. It also documents written complaints initiated by supervisors or other officers when that person has knowledge of or has observed a fellow officer violating the standards of conduct as set forth in the departmental police manual. There are three types of complaints, which are classified according to the degree of seriousness. A Class A complaint is the most serious and can result in dismissal, reduction in rank, or suspension without pay for a period of at least 21 working days. An example of a Class A violation is the commission of a felony or Class A misdemeanor. A Class B complaint includes insubordination, use of drugs or alcohol while on duty, or interfering with an ongoing investigation. Punishment for Class Bs shall not be less than a suspension without pay for five working days nor more than 20 working days. The least serious complaint is a Class C and includes such things as gambling while on duty, discourteousness, or not having appropriate identification. Punishment for Class Cs range from a written reprimand to suspension without pay for four working days.	Series contains: written complaint; description of the investigation; interviews and statements regarding the complaint; evidentiary conclusions; list of witnesses; recommendations for disciplinary actions by investigating officer; comments of section/branch commander, division director, and the Commissioner	Agency: I	Records Center:	Archives Center:
03985	Case Log - Class A Violations (C) KRS 61.878 (1) (a) and (h) Change Date: 6/13/1991	This series documents in summary form all internal or external complaints of alleged acts of misconduct by Department of State Police officers. The complaints, recorded as they are received by the Internal Affairs Section, are those involving Class A violations, which are the most serious of all acts of misconduct. An example of a Class A violation would be the commission of a felony or a Class A misdemeanor by a State Police officer. It was created to have available statistics on the number and type of complaints received and the status of investigations currently underway. Once the individual case file is destroyed, it ceases to have value. *Reference rate is dependent upon case activity.	Series contains: case number; internal complaint; external complaint; complainant name; date opened; date of incident; employee involved; employee designation, - KRS Chapter 16, State Police Officer, or Chapter 18, Executive Branch merit employee; assignment; class; nature of allegation; assigned to; disposition	Agency: I	Records Center:	Archives Center:
03986	Index Card File (C) KRS 61.878 (1) (a) and (h) Change Date: 6/13/1991	This series documents a finding aid to Complaint Investigation Report File - 00102. It briefly summarizes information contained in written complaints submitted to the Internal Affairs Section which allege acts of misconduct on the part of Department of State Police officers. Notations are entered on the appropriate card as complaints are received. *Reference rate is dependent upon case activity.	Series contains: case number; name of officer; nature of complaint; substantiated; unsubstantiated; disposition	Agency: I	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Administrative Services
Carry Concealed Unit

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
04650	CCDW/LEOSA License Application System - (Electronic) (C) KRS Chapter 237 Change Date: 9/14/2006	This series documents the issuance and renewal of licenses to carry concealed deadly weapons. Law Enforcement Officers Safety Act (LEOSA) licenses are issued to retired peace officers, as provided for in KRS 237.138. Carry Concealed Deadly Weapon (CCDW) licenses are issued to citizens, as provided for in KRS Chapter 237. To initiate the license process, an applicant must obtain an application from the Sheriff of their county of residence. The Sheriff forwards the completed application and supporting documents to the Department of State Police, which scans them into its imaging system. Extracted data from the system is downloaded to the Department's mainframe system to generate criminal history and domestic violence records searches. A CCDW license is denied to an individual who is prohibited from the purchase, receipt or possession of firearms, ammunition or both or to an individual that has been convicted within the past three years of certain misdemeanor offenses and drug and alcohol-related violations. LEOSA licenses are valid for a period of one year from the date of the range qualification. If a licensee wishes to renew a LEOSA license, he/she must complete the same process described for first time applicants. CCDW licenses are valid for a period of five years. A license is suspended or revoked if the licensee becomes ineligible to be issued a license under the criteria set forth in KRS 237.110. If the licensee fails to renew their CCDW license, the license shall permanently expire six months after the expiration date and is purged from the system. The applicant must re-apply for another license.	Each application/renewal packet contains: name of applicant; date of birth; social security number; sex; address; whether retired police officer; date of application; ORI number; application number; applicant certification; photograph of applicant. The LEOSA packet also contains: peace officer range qualification and certification of law enforcement retirement. The CCDW packet also contains: whether judicial officer; copy of training certificate; citizenship affidavit; and renewal affidavit (if a renewal).	Agency: I	Records Center:	Archives Center:
				Maintain imaging system, updating as needed. Destroy hard copy of application/renewal packet and supporting documents in file after input and verification. Destroy electronic record one year after date of denial, revocation, or recall. Destroy all records concerning applicant six months after permanent expiration of license.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Communications

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00017	Headquarters Radio Shop Technician's Daily Activity	This series documents radio repair work completed by technicians of the Department's repair and installation shop.	Series contains: description of radio work completed; time of service; remarks	Agency: 1	Records Center:	Archives Center:
				Destroy		
00018	Technician's Activity Reports - (Daily)	This series documents radio repair work completed by communications technicians at respective Department of Kentucky State Police Post locations.	Series may contain: description of radio repairs; complaint; time expended; location; date	Agency: 1	Records Center:	Archives Center:
				Destroy		
00019	Headquarters Radio Shop Daily Activity Reports			Agency: 1	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Crime Prevention

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00073	Field Personnel Weekly Activity Forms	This series documents a daily log of activities and contacts made by field personnel while completing work related duties.	Series contains: daily activity log of crime prevention specialists; hours worked in field/office; miles driven; agency contacts made	Agency: 1 Destroy	Records Center:	Archives Center:
00074	Film Usage Reports	This series documents the check-out for usage of film from the Department by other crime enforcement agencies. It reports authorized types of crime prevention methods and activities.	Series contains: check-out date; title of film; code number of film; name of requesting agency	Agency: 1 Destroy when no longer useful	Records Center:	Archives Center:
00075	Crime Prevention Activity Reports	This series documents the description of activities for the Operation Identification Program and Security Survey contacts that are reported by all law enforcement agencies in the Commonwealth.	Series contains: name of law enforcement agencies; activities reported; Operation Identification Program; Security Survey contacts	Agency: 2 Destroy	Records Center:	Archives Center:
00076	Crime Data Reports	This series documents crime information from the departmental data processing section that is analyzed and recorded on other forms for use in determining effective deterrents to crime and appropriate procedures by law enforcement agencies of the Commonwealth.	Series may contain: reporting agency/post; date of information; types of crime reported; financial amount of loss involved	Agency: 1 Destroy when no longer useful	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Criminal History Information

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
05475	Automated Fingerprint Information System (C) KRS 17.150(4), CFR 28 (V)	This series documents electronically scanned fingerprints filed by specific class on each offender and provides for fingerprint searches of all individuals arrested. The fingerprints are used to identify offenders in the event the individual changes his/her name to avoid stiffer penalties due to prior arrests and also to compare latent prints from crime scenes. This series provides documentation of arrests of offenders charged with criminal offenses.	Series may contain fingerprint classes and personal data.	Agency: P	Records Center:	Archives Center:
00031	Microfilmed Criminal History Jackets - (May include: subsequent criminal fingerprint card; final disposition sheet; record dissemination completion; other agency abstracts; correction's information sheet; notice of transfer or parole; mug shots)	This series documents criminal history information on respective offenders. It identifies a comprehensive account of criminal justice actions involving individual offenders, which may be useful in future legal actions.	Series may contain: personal identifiers; court actions; individual/agency which data was released to; other criminal justice agency actions	Agency: 80	Records Center:	Archives Center:
				Destroy		
00032	Final Disposition Sheet - (Duplicate) - (Original at originating agency) (C) KRS 17.150 (4), CFR 28	This series documents the final management and outcome of cases from departmental Posts of criminal violations completed by officers of the Department of State Police Posts. After the disposition is computerized, it is returned to the respective posts.	Series contains: final disposition of cases; personal data of offenders; case numbers; status of cases	Agency: I	Records Center:	Archives Center:
				Destroy hard copy when information is computerized. Destroy computerized record when no longer useful		
00033	Duplicate Arrest Record Card - (Master hard copy at post level) (C) KRS 17.150 (4), CFR 28	This series documents a duplicate record of arrest data for individual offenders cited by the Department. It provides personal data and information on respective violations.	Series contains: personal data of offenders; time/date of arrests; disposition of arrests	Agency: I	Records Center:	Archives Center:
				Destroy hard copy when information is computerized. Destroy computerized record when no longer useful		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Criminal History Information

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00034	Master Criminal Fingerprint Card File - (C) KRS 17.150 (4), CFR 28 (V)	This series documents fingerprint cards filed by specific class on each offender. It provides for fingerprint searches of all individuals arrested, to identify criminals in the event they change their names to avoid stiffer penalties due to prior arrests. It also functions to compare latent prints from crime scenes. In addition, arrests of offenders charged with criminal offenses are documented. Paper and ink fingerprint cards are scanned into the Automated Fingerprint Information System (AFIS). This is KSP's automated fingerprinting system, which is compatible with the Federal Bureau of Investigation's fingerprint database.	Series contains: fingerprint classes; inked fingerprints of offenders; personal data	Agency: P	Records Center:	Archives Center:
				Retain electronically scanned fingerprints in agency. Non-conviction juvenile prints destroyed or returned to arresting agency. Destroy paper/ink criminal fingerprint cards after being electronically scanned into		
00035	Subsequent Criminal Fingerprint Card File - (After filming, a hard copy must be retained) (C) KRS 17.150, CRF 28	This series documents one fingerprint card which is maintained for each arrest or series of charges by an offender, after the first apprehension. It records all charges for each arrest. The file verifies arrest information by fingerprint identification against cases worked by Department of State Police officers, since personal data such as names, social security numbers, or dates of birth, can be altered by criminals.	Series contains: fingerprint identification on cards; personal data; arrest record	Agency: I	Records Center:	Archives Center: 80
				Transfer hard copy to the State Archives Center when filmed. Maintain usable image at agency		
00036	Civil Fingerprint Card - (Hard copy or microform) - (Hard copy must be retained after filming) (C) KRS 17.150, CFR 28	This series documents one fingerprint card using the Henry Classification system, which is kept on all Department of State Police personnel. It identifies departmental staff for security measures and is used to compare with latent or undeveloped prints for elimination purposes.	Series contains: name; date of birth; fingerprint identification; other personal data	Agency: P	Records Center:	Archives Center:
				Retain in agency. Return copy to submitting agency upon request		
00037	Latent Case Files - (May include: lab request analysis form; certified mail receipt; recovered property form; report of analysis form) (C) KRS 17.150 (4), CFR 28	This series documents supplemental reports of criminal cases that are being investigated by Department of State Police officers. It lists the evidence received, exam information, and final disposition of all evidence. The files are used to testify in courts of law.	Series contains: list of evidence received in case; exams conducted; results of all examinations; final disposition of all evidence	Agency: 80	Records Center:	Archives Center:
				Destroy		
00038	Fingerprint Card Index (C) KRS 17.150 (4), CFR 28	This series documents a master list on cards of the names of individuals arrested and fingerprinted for criminal offenses. It provides for the location of criminal record files on all offenders by names used and fingerprint class.	Series contains: personal data of offenders-names, dates of birth; fingerprint classes; location of criminal record files	Agency: I	Records Center:	Archives Center:
				Destroy when fingerprint card destroyed		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Criminal Identification and Records

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00039	Fingerprint Received - Contributors (C) KRS 17.125; 17.150	This series documents fingerprint cards from other law enforcement agencies and police officers from other states, which provide for identification of offenders. They are counted, logged, and processed daily to track the contributors.	Series contains: contributing agency; number of cards received; date of submittal; fingerprint classes	Agency: 3 Destroy	Records Center:	Archives Center:
00040	Annual Fingerprint Contributor's Report (C) KRS 17.125; KRS 17.150			Agency: 3 Destroy	Records Center:	Archives Center:
00041	Central Repository Identification Tag (C) KRS 17.125; KRS 17.150	This series documents identification tags that are required to be worn by all employees for access to criminal justice files within the section. It aids in providing authorization for security purposes of employees who are utilizing files of confidential information, and identifies possible visitors without tags.	Series contains: name of authorized employee; security clearance level; photo identification; date of employment	Agency: 1 Destroy upon termination of employment	Records Center:	Archives Center:
00042	Mug Shot File (C) KRS 17.125; KRS 17.150 Change Date: 6/12/2003 (V)	This series provides a photographic record of the physical appearance of an offender at or about the time of an arrest. The photographs aid in the identification of an offender. Prints may be submitted to the Department by the Department of Corrections, the State Police Laboratory, law enforcement and criminal justice agencies.	Series contains a photographic likeness of an offender. Other information may include case number and offender demographic data	Agency: 20 Destroy. NOTE: If an updated mug shot is received prior to the expiration of the retention period, the outdated mug shot may be destroyed and replaced with the newer one. Destroy mug shots of deceased offenders upon notification from the Federal Bureau of Investigation or the Department of Corrections	Records Center:	Archives Center:
00043	Criminal History Information Review/Challenge - (Microfilm) (C) KRS 17.125; KRS 17.150	This series documents requests for access by offenders to their criminal history record for review. It records the time of the review and whether access was approved. The bottom portion of the record's request also provides for a challenge to the subject's criminal history, if the individual does not agree with any information contained.	Series contains: name of offenders; dates of birth; address of subjects; records information for review	Agency: 80 Destroy	Records Center:	Archives Center:
00044	Criminal History Record Information Dissemination Log (C) KRS 17.125; KRS 17.150	This series documents a listing of records of criminal history disseminated to authorized individuals or agencies from the Department of State Police. It logs the name of the employee releasing the information and the receiving person or agency.	Series contains: types of information given out; employee releasing records; receiving individuals or agencies	Agency: 80 Destroy	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Data Processing

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00020	National Crime Information Center/Law Enforcement Network of Kentucky Certification Letter	This series documents the Department's annual and biannual certification with the Link enforcement network and National Crime Information Center (NCIC).	Series contains: letters of certification into Link and the NCIC; wanted, missing persons, and stolen property record validation	Agency: 2	Records Center:	Archives Center:
				Destroy		
00021	Criminal Statistics - (May include: age/sex/race; crime reporting form; monetary loss resulting from crime - reporting form for local agencies; criminal arrest; criminal cases; uniform offense reports)	This series documents criminal statistics such as the age, sex, and race of individuals arrested for crimes committed in the Commonwealth, for analysis of possible trends and significant information. It also records the number of Part I crimes reported in Kentucky.	Series contains: Age; sex of lawbreakers; race; number of Part I crimes reported; dollar amount of property stolen/recovered; crime reporting form; reporting form for local agencies; criminal arrest; criminal cases; uniform offense reports	Agency: 5	Records Center:	Archives Center:
				Destroy		
00022	System Documentation Folders - (May include: specifications; flow charts; file descriptions; print layouts; program descriptions)	This series documents systems specifications utilized by the Department of State Police.	Series contains: File descriptions; flow charts; specifications; print layouts; program descriptions	Agency: 1	Records Center:	Archives Center:
				Destroy when system is obsolete		
00023	Program Documentation Folders	This series records descriptive material and documentation of various computer programs utilized by the Department.	Series contains: Title page; program description; general flow chart; file layouts; sample printouts; JCL programming; C-list	Agency: 1	Records Center:	Archives Center:
				Destroy when system is obsolete		
00024	Data Processing Tape - Master File	This series documents the identification of data pertinent information on a tape.	Series contains: comprehensive files of cases; other agency related information	Agency: 1	Records Center:	Archives Center:
				Erase tape according to individual retention cycle supplied by user		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Data Processing

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00025	Operator Instructions	This series documents procedures needed to successfully complete tasks and computer programs.	Series contains: operator instructions per task	Agency: 1	Records Center:	Archives Center:
				Destroy when obsolete		
00026	Program Log	This series documents a log of all computer programs utilized by the Department and a brief description of the function and use.	Series contains: list of all computer programs; description of services	Agency: 5	Records Center:	Archives Center:
				Destroy		
00027	Computer Utilization	This series documents a log of non-operational times for the Department's computer system (System 7). It may aid in analysis of service problems.	Series contains: listing of non-operational times of system; duration of down time	Agency: 2	Records Center:	Archives Center:
				Destroy		
00028	Terminal Statistics - Key Punch Production	This series documents all data messages related to job functions processed by staff utilizing the Department's data processing system (LINK).	Series contains: data messages on system	Agency: 2	Records Center:	Archives Center:
				Destroy		
00029	Arrests - (Citations)	This series documents arrests of individuals cited by Department of State Police officers for violations of the laws of the Commonwealth of Kentucky. It records the conditions of the citations for any additional legal actions, as needed.	Series contains: arrest records; dates; time; descriptions	Agency: 2	Records Center:	Archives Center:
				Destroy		
00030	Personnel Activities - Kentucky State Police	This series documents workload activities of departmental staff as to the number and identification of cases or citations assigned/completed.		Agency: 3	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
East, Central, West Command Branches
Regional Posts 1-16

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00131	General Orders - (Duplicate) (V)	This series documents authoritative plans and policies from upper management for administrative and operative staff of the individual posts of the Department to carry out. It provides for orderly transactions and decisions and proper equipment to meet required goals of law enforcement operations.	Series contains: date; general orders	Agency: 1	Records Center:	Archives Center:
				Destroy when superseded		
00132	Special Orders - (Duplicate) (V)	This series documents special, authoritative instructions to establish temporary boards or committees. It also designates individual awards for meritorious service to agency personnel when appropriate. The orders are published with the signature of the Commissioner of the Department of State Police.	Series may contain: date; special orders; organization established; function of organization; signature of commissioner	Agency: 1	Records Center:	Archives Center:
				Destroy when outdated		
00133	Time Sheet - (Duplicate)	This series documents a form which records compensatory time, sick time, v-time, actual work hours, and any overtime used with balance of totals earned during one pay period for each employee of the Department. It provides for the processing of the actual pay checks that are generated for personnel.	Series may contain: pay period from/to; name of employee; totals earned/used; compensatory time; v-time used; actual work hours completed; overtime pay during appropriate situations	Agency: 1	Records Center:	Archives Center:
				Destroy		
00134	Case Number Sheet	This series documents a form which records all cases of criminal investigations reviewed by staff of the Department.	Series contains: date; information on criminal offense; data on victim; location of crime; investigating officer	Agency: 80	Records Center:	Archives Center:
				Retain in agency		
00135	Vehicle Cost to Operate	This series documents a form which records information related to the operation and maintenance of vehicles assigned to the Department. It identifies maintenance expenditures for budget purposes along with the expenses per mile.	Series contains: data - vehicles; miles driven; consumption of oil; gasoline; other maintenance items; costs per mile	Agency: 1	Records Center:	Archives Center:
				Destroy		
00136	Post Automotive Report - (Duplicate) - (Original in Supply Section)	This series documents all expenditures related to operations and maintenance of vehicles used by the Department.	Series contains: date of expenses; expenditures; vehicle identification	Agency: 1	Records Center:	Archives Center:
				Destroy upon disposal of vehicle		
00137	Post Meetings	This series documents a form which records the attendance of staff of the Department at Post meetings and other staff meetings related to law enforcement functions. It also reflects any information that is distributed.	Series contains: dates of meetings; signature of attending personnel; agenda sheet; copies of disseminated information	Agency: 1	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
East, Central, West Command Branches
Regional Posts 1-16

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00138	Post Monthly Activity Report	This series documents a form which records all crime enforcement related activities of staff by respective Post of the Department of State Police. It also states various totals of actual work time reported and average hours of work per activity to determine the amount of patrol time that is available. Time spent on patrol is unrestricted.	Series contains: name of Post; total hours worked; breakdown of enforcement activities; average hours per activity; available patrol time	Agency: 1	Records Center:	Archives Center:
				Destroy when superseded		
00139	Administrative Summary			Agency: 1	Records Center:	Archives Center:
				Destroy		
00140	Daily Traffic Summary	This series documents a daily summary of all traffic enforcement activities by Post of the Department of State Police.	Series contains: date; Post; traffic enforcement activities	Agency: 1	Records Center:	Archives Center:
				Destroy		
00141	Bulletins	This series documents two categories of monthly bulletins that are made available to State Police to report new information on law enforcement concerns and activities. 1) Legal and training notices reflect any changes associated with judicial decrees and current information on adult learning and instruction. 2) Statements from within and outside the agency provide information on persons wanted for criminal offenses.	Series contains: legal/training bulletins; judicial decrees; information on adult instruction/learning; lists of wanted persons; criminal information	Agency: 1	Records Center:	Archives Center:
				Destroy when no longer useful		
00142	Billing File - (Duplicate)	This series documents billing activities for all operating accounts within the Department of State Police. It consists of notices to pay vendors for supplies or services rendered, that are attached to the Local Purchase Order, KSP - 84.	Series contains: bills from vendors or agencies; Local Purchase Order KSP - 84; invoice information; items purchased; date of purchase; purchase authorization	Agency: 1	Records Center:	Archives Center:
				Destroy		
00143	Trooper Monthly Activity Report			Agency: 1	Records Center:	Archives Center:
				Destroy		
00144	Traffic Accident Report	This series documents monthly investigations of traffic accidents that are conducted by the Department and other agencies. It provides for statistical data and other information to field personnel, and copies to any individuals upon request. Since 11/1981, the reports are forwarded each month to the Transportation Cabinet for final filing and analysis.	Series contains: statistical data on accidents; date of accident; driver information; road/weather conditions; reporting officer	Agency: 3	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
East, Central, West Command Branches
Regional Posts 1-16

Records Title Series and Description		Function and Use	Contents	Retention Disposition Instruction		
00145	Criminal Case Report File - (May include: investigative reports and supplementary data; recovered property forms; wound locator forms; statements; lab examination reports; photos; teletype messages; other relative forms) (V)	This series documents all investigative information on active criminal cases that is generated by staff of the Department of State Police. It provides ongoing support in research and analysis to solve circumstances of crime. It serves as cover sheet for various other forms that are utilized.	Series contains: date of investigation; criminal information; investigating officer; other forms attached as needed	Agency: I	Records Center:	Archives Center: 80
				Transfer to the State Records Center two years after case closed		
00146	Master Name File - (Includes: arrest cards; complainant cards; wanted cards and victim cards)	This series documents the identification of all individuals arrested for criminal offenses in the Commonwealth by the State Police. It also states information on the victim, and any complaints brought by the perpetrator for inappropriate behavior made by arresting officers.	Series may contain: names of criminal offenders arrested; any complaints filed against officers; victim information	Agency: I	Records Center:	Archives Center:
				Destroy when persons named are deceased or over 80 years of age		
00147	Warrant File	This series documents a form which identifies and provides authorization to search for persons wanted by law enforcement authorities for alleged criminal activities. If sufficient information is provided on the offender the information is entered into the NCIC/LINK System.	Series contains: authorization to search for wanted persons; name of offender; alleged crime	Agency: I	Records Center:	Archives Center:
				Destroy when arrest is made		
00148	Police Demand Orders	This series documents a form from management with the instruction to take custody of a Kentucky driver license for unlawful driving activities. It is filed at the respective State Police Post until the execution of order. Then it is returned back to the Transportation Cabinet.	Series contains: name of offender; State Police Post; criminal activity; length of time for custody	Agency: I	Records Center:	Archives Center:
				Destroy one year after becoming inactive		
00149	Seized or Recovered Property Report	This series documents the identification of properties taken custody of or recovered by personnel of the State Police from criminal offenders.	Series may contain: names of offenders; description of property seized/recovered; serial numbers; value of properties	Agency: I	Records Center:	Archives Center:
				Destroy one year after disposal of recovered property		
00150	Duplicate Mug File - (When retained)	This series documents a duplicate identification of photographs of individuals arrested by State Police. It states case numbers involved in investigations of criminal activities as to provide for cross referencing of information.	Series contains: photographs of offenders arrested; identifying data; case numbers	Agency: I	Records Center:	Archives Center:
				Destroy when persons pictured are deceased or over 80 years of age		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
East, Central, West Command Branches
Regional Posts 1-16

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00151	Radio Log	This series documents a record of all calls to respective State Police Posts for service to citizens or assistance that are received. Citation or case information provides for data to be retrieved at a later date.	Series may contain: log of service requests; data on individuals requesting service; citation numbers; case numbers	Agency: 2	Records Center:	Archives Center:
				Destroy		
00152	State Message Cards	This series documents any printed messages that are transmitted by teletype that are summarized and placed on the KSP - 223 system. The messages relate to state law enforcement functions that require further actions	Series contains: summaries of teletype messages; dates of messages	Agency: 1	Records Center:	Archives Center:
				Destroy original five years after becoming inactive. Destroy duplicates one year after becoming inactive		
00153	Long Distance Telephone Log	This series documents a record of all long distance telephone calls conducted in the course of agency activities. It also reflects calls placed with assigned agency credit cards.	Series may contain: time of long distance call; number called; duration of call; expenses of call; credit card number	Agency: 1	Records Center:	Archives Center:
				Destroy		
00154	Wrecker - Ambulance Rotation Log	This series documents a record of all transactions with wrecker or ambulance companies for services of transportation during emergency or accident situations. It indicates whether or not the company chose to respond as well as the next business to be contacted in the rotation.	Series may contain: date of service requested; name of business contacted; whether or not a response was made; expenses made; next company for service	Agency: 1	Records Center:	Archives Center:
				Destroy		
00155	Trooper's Radio Log	This series documents a record of radio transmissions between the respective State Police Posts and individual staff members during the course of law enforcement functions.	Series contains: times of transmissions - on duty/off duty; beginning/ending of assignment; periodic location of information; names of State Police officers	Agency: 1	Records Center:	Archives Center:
				Destroy		
00156	Post Monthly Requisition	This series documents a form which records the order for purchases of office supplies by respective State Police Posts.	Series contains: date of order; catalog number; description of supplies ordered; quantity; total price	Agency: 1	Records Center:	Archives Center:
				Destroy		
00157	Buck Sheet			Agency: 1	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
East, Central, West Command Branches
Regional Posts 1-16

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00158	Wrecker Service Qualification Sheet	This series documents a form that records a standard system of determination of eligibility for wrecker companies providing services. The appropriate wrecker companies are placed on the Department's rotating list to receive calls for service. It states that an inspection of the wrecker and necessary equipment has been completed, as provided for in KRS Chapter 189 to 186, and in departmental policies.	Series contains: date of inspection; name of wrecker company; checklist of wrecker equipment/features inspected; inspection performed by	Agency: 1	Records Center:	Archives Center:
				Retain in agency until terminated		
00159	Monthly Post Audit - Internal	This series documents a form which records monthly audits of the Petty Cash Fund at respective State Police Posts. It provides for a review of the accounting procedures used in incidental purchases. It is then forwarded to the Fiscal Affairs office for reconciliation purposes.	Series contains: date of audit; expenses; dates of purchase; balance of account	Agency: 1	Records Center:	Archives Center:
				Destroy		
00160	Trooper Inspection	This series documents a form which records a checklist for a quarterly inspection of all personnel of the Department. It provides a numeric score that indicates an individual's proficiency and level of performance in the areas of appearance and equipment maintenance.	Series contains: date of inspection; names of officers; checklist of criteria; scores of individual areas; total score	Agency: 1	Records Center:	Archives Center:
				Destroy		
00161	Post Meeting Attendance Records			Agency: 1	Records Center:	Archives Center:
				Destroy		
00162	Tickler File - Cases	This series documents a file containing active cases that provides for updating other reports of criminal investigations. It indicates the most recent, investigative effort that has yielded results for given cases, and due dates for supplementary reports.	Series contains: active case files; due dates for supplementary reports	Agency: 1	Records Center:	Archives Center:
				Destroy when case closed		
00163	Criminal History Record Information Dissemination Log - (CHRI)	This series documents a form which records any sections of a particular criminal file that have been disseminated to persons outside the Department for law enforcement purposes.	Series contains: criminal history files; dates of dissemination; name of person requesting file; person releasing information	Agency: 2	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Facilities Security/Services
Horse Park

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00175	Incident Reports			Agency: 2	Records Center:	Archives Center:
				Destroy		
00176	Activity Reports			Agency: 1	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Forensic Laboratories

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00086	Laboratory Case File (C) KRS 17.150 (2) Change Date: 12/14/2000 (V)	This series documents all analytical, investigative work from the six forensic laboratories in Kentucky. The central laboratory is located in Frankfort, with regional laboratories in Madisonville, Louisville, Highland Heights, Ashland and London. The laboratories become involved when a criminal investigation is initiated. The labs take submissions from all police agencies. The data is used to support conclusions of the analyst and to support conclusions in the event of a court case. There is no statute of limitation for criminal offenses.	Series contains: Examination notes; control sheet; request form (from police officer); worksheet; charts; graphs; photographs; drawings; analytical data; release form (supports chain of custody); court order; subpoena; final report	Agency: 50 Destroy	Records Center:	Archives Center:
00087	Crime Laboratory Monthly Activity Report	This series documents the monthly work activities of the six crime detection laboratories utilized in the Commonwealth. The central laboratory is located in Frankfort, with regional offices in Madisonville, Louisville, Highland Heights, Ashland, and London.	Series contains: name of laboratories; monthly activities; name of staff	Agency: 3 Destroy	Records Center:	Archives Center:
00088	Crime Laboratory Examiner's Monthly Report - (Serology; related documents; voice print)	This series documents the monthly work activities of individual examiners of the departmental laboratories who perform analysis of evidence in crime detection.	Series contains: date; names of crime examiners; laboratories; activities	Agency: 3 Destroy	Records Center:	Archives Center:
00089	Laboratory Supply Requisition - (Duplicate)	This series documents a form which records the order of supplies used by examiners of the six crime laboratories for detection of evidence in crime situations. Letters to different vendors are then prepared to order supplies.	Series contains: name of laboratory; date of request; agency contact; requested supplies; quantity	Agency: 1 Destroy	Records Center:	Archives Center:
00090	Photographic Laboratory Monthly Report	This series documents the monthly work activities of the photographic laboratory of the Department.	Series contains: date; name of employees; work activities	Agency: 3 Destroy	Records Center:	Archives Center:
00091	Evidence Entry Sheet	This series documents a list of all evidence from crime situations that is received by the Forensic Laboratory, for analysis.	Series contains: date of receipt of evidence; sender of evidence; results of crime analysis	Agency: 1 Destroy	Records Center:	Archives Center:
00092	Photographic Card for Photography Laboratory	This series documents an index to photographic negatives detailing crime circumstances that are received by the Forensic Laboratory.	Series contains: list of negatives; date of receipt	Agency: 3 Destroy	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Forensic Laboratories

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00093	Firearms Class Characteristics Form	This series documents a form which identifies firearms that have been received or test fired in the Forensics Laboratory for crime detection purposes.	Series may contain: type of firearms; distinguishing characteristics; date of test fire	Agency: 1	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Highway Safety Standards

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00047	Project Files - Individual Grants - (Office Copy)	This series documents the original projects/contracts with either state or local agencies, and all information related to the written agreements to provide on-going management of highway safety standards.	Series contains: name of contracted services; deadlines of activities; contracted agencies; correspondence; memorandums; orders	Agency: 3 Destroy	Records Center:	Archives Center:
00048	Project Files - Fiscal Information on Individual Grants	This series documents fiscal information on individual grants for projects in the Highway Safety Standards Program. It records financial activities in the day-to-day operations of projects in the program using the PER data processing system.	Series contains: individual grants for projects; amount of funds disbursed; agency receiving funds; dates of projects	Agency: 3 Destroy	Records Center:	Archives Center:
00049	Audit Reports - Working Papers - (Retained by Division of Audit Review)	This series documents the working papers necessary for audits of completed highway safety projects of the Department. It records a review of financial activities to meet highway safety standards for individual projects.	Series contains: audits; names of individual highway projects; dates of activities	Agency: 3 Destroy	Records Center:	Archives Center:
00050	Special Project Files - Youth Conference, Railroad	This series documents activities related to highway safety standards of special projects in particular locations, such as youth highway safety activities in schools, child restraint organizations, alcohol/highway safety group activities, or railroad safety education.	Series may contain: name/location of special highway safety projects; dates of activities	Agency: 3 Destroy	Records Center:	Archives Center:
00051	Property Record Cards	This series documents 5" x 8" cards which identify property that is not expected to be expended in the process of auditing and monitoring Highway Safety projects over the Commonwealth. It also records the extent of federal funding.	Series may contain: item make; model; serial number; invoice number; vendor; purchase order number; cost payment voucher; extent of federal funding; date received; location where received	Agency: 3 Destroy	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Intelligence

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00113	Informant Card (C) KRS 61.878 (2) (g)	This series documents confidential information from informants that may lead to identification of criminal operations and violators for law enforcement. It also records any transactions completed with the individuals.	Series may contain: date of contact; names of informants; location of operations; funds transacted	Agency: I	Records Center:	Archives Center: Destroy two years after information is no longer active
00114	Basic Organized Crime Form for Submitting Intelligence Information (C) KRS 61.878 (2) (g)			Agency: I	Records Center:	Archives Center: Destroy when no longer useful
00115	Consent to Use Surveillance Equipment on Person (C) KRS 61.878 (2) (g)	This series documents a form to be signed by individuals which gives consent to the use of surveillance equipment in crime situations. It provides evidence in crime detection activities, law enforcement, and any legal actions.	Series may contain: names of persons giving consent; address of provider; phone number; type of surveillance used	Agency: I	Records Center:	Archives Center: Destroy when no longer useful
00116	Consent to Use Surveillance Equipment on Telephone (C) KRS 61.878 (2) (g)	This series documents a form to be signed by individuals granting consent to the departmental use of surveillance equipment on their telephone. It provides for gathering evidence of criminal activities for detection, law enforcement, and any legal actions.	Series may contain: signature of individual giving consent; date; address; contact number; type of surveillance; estimated length of usage	Agency: I	Records Center:	Archives Center: Destroy when no longer useful
00117	Photo Log (C) KRS 61.878 (2) (g)			Agency: I	Records Center:	Archives Center: Destroy after three years or when no longer useful
00118	Voucher for Purchase of Information and Evidence - (Duplicate) (C) KRS 61.878 (2) (g)	This series documents the evidence of expenditures made to respective informants for confidential information to be used in law enforcement activities. It also records any criminal data purchased from informants.	Series may contain: voucher for expenditures; any evidence purchased; date; names of informants	Agency: I	Records Center:	Archives Center: Destroy after three years or when case closed

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Intelligence

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00119	Monthly Expenditure Report for Narcotics/Organized Crime Agent - (Duplicate) (C) KRS 61.878 (2) (g)	This series documents a monthly report of transactions made by respective members of the Special Investigations Section in the detection of criminal use of narcotics and law enforcement strategies. It provides for Master Card credit card usage by staff.	Series contains: names of narcotics officers; amount of expenditures per officer	Agency: 2	Records Center:	Archives Center:
				Destroy		
00120	Voucher Log for Advanced Money (C) KRS 61.878 (2) (g)			Agency: 2	Records Center:	Archives Center:
				Destroy		
00121	Criminal History Record Dissemination Information Log - (Duplicate) (C) KRS 61.878 (2) (g)	This series documents a form for recording the distribution of criminal histories to other administrative units or agencies in the course of law enforcement functions in the Commonwealth.	Series contains: names of offenders; criminal histories; date of distribution; disseminated to	Agency: 2	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Kentucky State Police Academy

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00069	Cadet Training Records File - (May include: roster; class; schedule; grade sheet; course evaluations; applications; trainee performance reports; and training program) - (Microfilm or electrostatic process)	This series documents performance records of cadets enrolled in the Department of State Police's training program for new officers.	Series contains: individual cadets; roster; class; schedule; grade sheet; course evaluations; applications; trainee performance	Agency: 2	Records Center:	Archives Center:
				Destroy		
00070	Officer's Training Record - (May include; educational history; in-service training record) (C) KRS 61.878 (1) (a)	This series documents training records of officers employed in the Department of State Police. It identifies class performance and additional training throughout the officer's career.	Series may contain: individual officers; educational history; transcripts of grades; inservice training/records	Agency: 1	Records Center:	Archives Center:
				Destroy five years after termination of employment		
00071	Marksmanship Score Records	This series documents the central file of information on marksmanship scores which states the accuracy of weapons usage for appropriate police officers. It may qualify the officers for promotions or further merit.	Series contains: police officers; marksmanship scores; distinguished qualifications	Agency: 1	Records Center:	Archives Center:
				Destroy five years after termination of employment		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Legal Office

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00010	Complaint Log			Agency: 80	Records Center:	Archives Center:
				Retain in agency		
00011	Litigation File (C) KRS 61.878 (1) (i) (j) Change Date: 9/9/1999	This series documents the attorney's working litigation file, where the Department is a party to the case. Most litigation is a result of alleged excessive force and wrongful arrests by state troopers, alleged misconduct by troopers, or violations of civil rights. It also documents issues brought before the Board of Claims and Personnel Board (in the case of civilian employees). Depending upon the action being taken, appeals can be to the Board of Claims, Personnel Board, Circuit Court, Court of Appeals or Supreme Court.	Series contains: pleadings; motions; calendars; briefs; witness statements; attorney notes; videotapes; photographs; depositions; related correspondence; documentary material	Agency: 1	Records Center: 9	Archives Center:
				Transfer to the State Records Center one year after case closure, and all appeals have been exhausted		
04598	Auto Accident Case Files - (Trooper not at fault) Change Date: 9/9/1999	This series documents auto accidents involving a state trooper's official vehicle. It records accidents where the only damage is to the official vehicle. It is initiated by the Fleet Safety Board, Department of State Police, and forwarded to the Legal Office for the purpose of recouping the cost to repair the vehicle. Costs are recouped from individuals or from insurance companies, whichever action is appropriate. The Office may choose not to pursue collections if there is no insurance. Accidents where the trooper is at fault that result in litigation are supported in Litigation File - 00011.	Series may contain: collection correspondence; copy of canceled check; correspondence related to Fleet Safety Board; copy of accident report; quotes for repairs	Agency: 1	Records Center:	Archives Center:
				Destroy three years after case closure, and audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Management Evaluations

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00103	Management Evaluation Committee Reports File	This series documents a formal report specifying the administrative review of a section, post, or unit of the Department for evaluation purposes as needed.	Series contains: agency identifier; findings; recommendations	Agency: I	Records Center:	Archives Center:
Destroy when no longer useful						

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Operations

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03461	Post Personnel File - (Duplicate) (C) KRS 61.878 (1) (a) Change Date: 6/8/1989	This series documents supervisory comments on employee performance and conduct in order to complete annual evaluations of staff. It also provides for scheduling work hours, making work assignments, maintaining personal history, and for documenting commendations and/or reprimands. It is forwarded with the respective employee from one duty station to another during the course of his or her career with the agency. Periodically, it is purged of disciplinary action reports, allegations, etc. The purge is conducted on information that is five years old. NOTE: Do not purge documentation concerning a violation considered Class A - see attachment. As an employee separates from the agency, it is transferred immediately to the Department's Personnel Section - Personnel File - 03460, where the information is merged and a complete file is maintained for ten years after separation of employment.	Series contains: P-1; letters of commendation; letters of complaint and/or disciplinary reports; supervisors contact reports; incident reports; correspondence	Agency: I	Records Center:	Archives Center:
				Purge disciplinary documentation, except for any action that is classified as Class A, after five years. Upon separation from the agency, transfer individual employee files to the Department of State Police, Personnel Section, Personnel File - 03460		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Operations
Drug Enforcement Special Investigations

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00122	Narcotics Buy Sheet (C) KRS 61.878 (2) (g), KRS 17.150 (2)	This series documents a form which records the daily amount of funds expended on the purchases of evidence by the Department from individuals for use in law enforcement functions. It also records the type of evidence collected and information on the seller.	Series contains: funds for purchase of evidence; date of purchase; type of evidence; county; name of suspect evidence was purchased	Agency: 3 Destroy after audit	Records Center:	Archives Center:
00123	Monthly Expenditure Report for Narcotics/Organized Crime Agent (C) KRS 61.878 (2) (g), KRS 17.150 (2)	This series documents a monthly report of cash expenditures incurred in the course of narcotics investigations. It records attached receipts. In investigative situations where no receipt is available such as at establishments for selling alcoholic drinks or toll locations, it states the expenses involved.	Series contains: monthly cash expenses for narcotics investigations; receipts;	Agency: 3 Destroy after audit	Records Center:	Archives Center:
00124	Narcotics Section Weekly Report (C) KRS 61.878 (2) (g), KRS 17.150 (2)	This series documents a weekly report of activities completed by departmental personnel in special investigations of drug enforcement. It includes mileage driven by officers, daily and hourly breakdown of time management, expenditures, and details of other analysis and investigative functions.	Series may contain: names of officers; weekly mileage; day to day/hourly activities; daily expenditures; complaints; special details; marijuana analysis	Agency: 3 Destroy after audit	Records Center:	Archives Center:
00125	Voucher Log for Advanced Money (C) KRS 61.878 (2) (g), KRS 17.150 (2)			Agency: 1 Destroy	Records Center:	Archives Center:
00126	Log of Master Charge Loans (C) KRS 61.878 (2) (g), KRS 17.150 (2)	This series documents a record of funds loaned to State police officers for conducting drug enforcement activities. It provides for an accounting of expenditures that are attributed to each officer. The department maintains only the total amount of funds necessary since it pays interest on the Master Charge loans.	Series contains: date of activity; names of drug enforcement officers; expenditures attributed to	Agency: 3 Destroy after audit	Records Center:	Archives Center:
00127	Narcotics Undercover Log (C) KRS 61.878 (2) (g), KRS 17.150 (2)	This series documents a form which identifies daily locations of the operations of respective undercover police officers. It provides for a network of communications between management and agents on assignment to share in essential information.	Series contains: date; names of undercover officers; locations of officers; nature of communication	Agency: 1 Destroy	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Operations
Drug Enforcement Special Investigations

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00128	Narcotics Section Monthly Activity Report - Officer - (Officer) (C) KRS 61.878 (2) (g), KRS 17.150 (2)	This series documents a monthly report by officer of the drug enforcement activities of the Department. It identifies all reports and cases which have been worked for a daily overview of continuing and closed operations. It also provides for detailed information which is included on a master activity report - 00138.	Series contains: date by month/day; cases opened; arrest S.D.I.R. reports; totals of arrested made by officer	Agency: 1	Records Center:	Archives Center:
				Destroy		
00129	Narcotics Section Monthly Activity Report - (Section) (C) KRS 61.878 (2) (g), KRS 17.150 (2)	This series documents a monthly report of drug enforcement activities of the Section on a statewide basis. It summarizes totals of arrests made, special activities, cases opened, and other operations.	Series may contain: month; totals of activities; cases opened; cases closed; arrests; citations; special work details; locations of officers	Agency: 1	Records Center:	Archives Center:
				Destroy		
00130	Narcotics Section Routing Sheet and Memo (C) KRS 61.878 (2) (g), KRS 17.150 (2)			Agency: 6 months	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Operations
Executive Security

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
00164	Weekly Report - Governor's Residential Security Detail - (Duplicate) - (Original in Special Division)			Agency: 1	Records Center:	Archives Center:
				Destroy one year after change of Governor's administration		
00168	Advance Security Checklist (C) KRS 61.878 (2) (g), KSP OM - H-7	This series documents a list of security information that is utilized by Advance Security officers to prepare for official visits by the Governor to sites for conducting development or other special functions on behalf of the Commonwealth. It identifies possible health care centers that would be available for emergency care as the situation warranted.	Series contains: current site of visitation; telephone numbers; local hospital; description; security checklist	Agency: 1	Records Center:	Archives Center:
				Destroy when no longer useful		
00169	Monthly Expenditure Report - (Duplicate)	This series documents a monthly report of expenses charged to "master card" credit cards utilized by State Police officers while conducting departmental business. It also states transactions for cash advances to officers.	Series contains: month; names of officers; total expenditures for each officer; cash advanced	Agency: 4	Records Center:	Archives Center:
				Destroy when no longer useful		
00170	Weekly Report - Governor's Residential Security Detail - (Duplicate) - (Original in Special Enforcement Division) (C) KRS 61.878 and KSP OM - H-7	This series documents a weekly report of the work activities of each State Police officer assigned to security duties at the Governor's residence.	Series contains: dates; names of officers; work times; assignments	Agency: 1	Records Center:	Archives Center:
				Destroy		
00171	Key Control Ledger	This series documents a list of temporary assignments of keys to the departmental records file area to individuals interested in criminal records information.	Series contains: records key number; area key it is compatible to; individual keys are assigned to; name of receiver; date of assignment; return date	Agency: 4	Records Center:	Archives Center:
				Destroy when no longer useful		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Personnel

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00104	Applications for Police Trooper - (Microform)	This series documents forms that are completed by individuals applying for employment as Kentucky State Police officers. It determines appropriate candidates for employment interviews by the background and qualifications as stated.	Series may contain: personal information of applicants; driver's license check; criminal record check; oral interview score; applications; medical exam; personal papers	Agency: 1	Records Center:	Archives Center: Transfer new employees' applications to personnel file. Destroy applications of candidates not hired two years after denial or close of any litigation
00105	Employee Background Investigations - (Microform)	This series documents the determination of credible and appropriate candidates for employment in the Department.	Series contains: driver's license check; criminal record check; reference check; separate file of data	Agency: 1	Records Center:	Archives Center: Destroy five years after termination of employment in the agency. If hard copy is micro-imaged, transfer hard copy or diazo copy to the State Archives Center for retention period of 35 years
00106	Unemployment Compensation Reports - (Microfilm)	This series documents a quarterly listing of wages earned on qualified employees under unemployment compensation benefits. It is utilized by staff to verify eligibility of former employees who file for benefits.	Series contains: names of former employees; list of wages earned; agencies	Agency: 3	Records Center:	Archives Center: Destroy
00107	Payroll Quarterly Reports for Taxes - (Microfilm)	This series summarizes the wages earned and funds withheld on all employees from respective payroll vouchers. It is used to compile the total of earnings and withholdings of employees for an annual period.	Series may contain: payroll vouchers; social security numbers; payroll numbers; quarterly earnings of employees; funds withheld	Agency: 3	Records Center:	Archives Center: Destroy
03460	Personnel File - (Departmental copy) (C) KRS 61.878 (1) (a) Change Date: 6/8/1989	This series documents the access of command staff of the Department to official notations and memorandums regarding events that have occurred during the tenure of the employee. It is also utilized as a source document for beginning a Complaint Investigation Report File (Series 00102). It also provides for first reports of injury to a trooper and to document disciplinary actions and their penalties. Disciplinary reports are purged from this file once the information is five years old. NOTE: Do not purge documentation concerning a violation considered Class A - see attachment. Filing will be discontinued with the decrease in retention.	Series contains: letters of commendation; letters of complaint and/or disciplinary action; first report of injury; copy of P-1; educational transcripts; requests for verification of employment; copy of withholding tax forms; correspondence; exit processing records	Agency: 1	Records Center:	Archives Center: Purge disciplinary documentation, except for any action that is classified as Class A, after five years. Destroy remainder of file ten years after employee is separated from the

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Planning

Series	Records Title		Contents	Retention		
	and Description	Function and Use		Disposition Instruction		
00072	Kentucky State Police Individual Profile (C) KRS 61.878 (2) (g)	This series documents a form which identifies distinguishing traits of staff such as education, accomplishments, training, and personal interests. It outlines a history of their career in the military and in the Department, and a biography of the individual State Police officer.	Series contains: names of State Police officers; education; training; military experiences; accomplishments/achievements; skills; personal interests; departmental work assignments; promotions	Agency: I	Records Center:	Archives Center:
				Destroy after termination of employment in the agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Polygraph

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00094	Application for Polygraph Examiner's License (C) KRS 61.878 (2) (g)	This series documents personal and professional qualifications on individuals requesting a license to work as polygraph examiners in the Department.	Series contains: names of applicants; personal information; qualifying classes/courses	Agency: 1	Records Center:	Archives Center:
				Destroy five years after expiration of license		
00095	Affidavit for Detection of Deception Examiners (C) KRS 61.878 (2) (g)	This series documents a signed, notarized statement by respective individuals who apply for the polygraph examiner's license, which affirms that they attended an accredited training institution. It also states that applicants have at least two years of professional experience as an examiner. It related to the individual's examiner's file.	Series contains: names of applicants; signed statements of training attendance; dates of experience as examiner	Agency: 1	Records Center:	Archives Center:
				Destroy five years after expiration of license		
00096	Application for Renewal of Detection of Deception License (C) KRS 61.878 (2) (g)	This series documents personal information of examiners employed in the Commonwealth who apply for renewal of their licenses to work in detection of deception situations. It provides for current evidence of any requirements.	Series contains: name of examiners; home/business addresses; telephone numbers of examiners; date of renewal	Agency:	Records Center:	Archives Center:
				Destroy five years after expiration of license		
00097	Irrevocable Consent (C) KRS 61.878 (2) (g)	This series documents a signed, notarized agreement by licensed, out-of-state examiners that they will complete assignments for polygraph detection of deception. The clients include individuals who have been served civil or criminal summonses to appear by the Justice Cabinet. It is a permanent agreement for duties.	Series contains: signatures of examiners; notarized agreement for service	Agency: 1	Records Center:	Archives Center:
				Destroy five years after expiration of license		
00098	Polygraph Case File - (May include: polygraph juvenile release form; agreement to take polygraph examination; test chart; analysis; polygraph; polygraph information form) (C) KRS Chapter 295	This series documents a file containing information on individuals taking polygraph examinations by examiners. It combines several other series that relate to permission for juveniles to be given the examination and agreement for persons to be examined with full understanding of their rights. It also reports data on the polygraph test, such as identification of questions, chart of subject's reactions, and background information on a subjects taking the examination.	Series may contain: written release for juveniles to be given polygraph; signature of parents, juveniles, investigating officers; permission for persons to be given polygraph; polygraph report; file number; case number; investigators name; subject name; synopsis of interview with investigator/subject; test questions; test results; chart of subject's respiratory, cardiovascular and galvanic skin reactions; personal/background information on all subjects of examinations	Agency: 2	Records Center: 80	Archives Center:
				Transfer to the State Records Center		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Polygraph

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00099	Log Sheet with Renewal and Expiration Dates/License Polygraph Examiner (C) KRS 61.878 (2) (g)	This series documents a listing of all polygraph examiners licensed in the Commonwealth for the current year. It identifies the renewal and expiration dates of licenses for respective polygraph examiners.	Series contains: names of examiners; dates for issue of licenses; dates of expiration	Agency: 1	Records Center:	Archives Center:
				Destroy		
00100	Polygraph File Number Sheet (C) KRS 61.878 (2) (g)	This series documents the assigning of file numbers to respective subjects given polygraph examinations for administrative purposes.	Series contains: date of examination; case number; subject's name; charge; investigating officer's name; agency; test results	Agency: 1	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Public Affairs

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00012	School Bus Inspection Report	This series documents school bus inspections performed as a service to school systems requesting inspections to check the safe working aspects of the buses. Items such as brakes, steering, heater, signals, tires, etc. are marked as satisfactory or unsatisfactory.	Series contains: school bus checklist of mechanical parts; satisfactory/unsatisfactory	Agency: 1	Records Center:	Archives Center:
				Destroy		
00013	Safety Education and Public Information Officer Monthly Activity Report	This series documents the activities of the Department's Safety Education Program as presented to schools and other groups.	Series contains: number of safety programs given; groups or schools the program was given to; number of people in attendance	Agency: 3	Records Center:	Archives Center:
				Destroy		
00014	Safety Education and Public Information Officer Activity Summary Report	This series documents a summary report of the departmental activities of the Safety Education Program as presented to various groups. It provides a total of activities for the current month and a monthly total for the Public Information staff.	Series contains: number of safety programs presented; groups or schools participating; number of people in attendance; news media contacts	Agency: 1	Records Center:	Archives Center:
				Destroy after three years and when no longer useful		
00015	Trooper Island Donation Receipt	This series documents funds received from individuals or groups which are donated to the Department's Trooper Island Program.	Series may contain: individual or group donor; amount of donation; items presented in lieu of donation	Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
00016	Kentucky State Police Press Pass Summary - (On each incident)	This series documents a log of each person that has been issued a press pass to report departmental events and activities.	Series contains: person's name issued/pass; news organization; number given to card	Agency: 1	Records Center:	Archives Center:
				Destroy when no longer useful		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Records

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
05476	Sex Offender Registry Database (C) KRS 17.580(1) (V)	This series represents a database of registered sex offenders as maintained by the Kentucky State Police. The Sex Offender Registration Act was enacted in 1994 pursuant to Kentucky Revised Statutes 17.500 through 17.580 and 42 USC 14071, which require the Justice Cabinet to develop and implement a Sex Offender Registration System. Series Number 05451 represents the case files maintained under that system. This series documents the database the Kentucky State Police must maintain and update under Kentucky Revised Statute 17.580. The public face of that database is the website KSP is mandated to make available to Kentucky citizens.	The series may contain in the following in the database: Name; age; sex; date of birth; height; weight; hair and eye color; photograph; aliases used; residence; a brief description of the crime or crimes committed; fingerprints; Social Security number; date of release from custody; maximum date of sentence or supervision, which is longer; name of person completing form (if registrant is assisted); office phone of the releasing entity; SOR identification number; additional remarks, date form is completed. The website may contain all the information listed above except for information that identifies a victim, fingerprints, Social Security number, and vehicle registration date.	Agency: I	Records Center:	Archives Center:
				Delete information from public access after sentence has been completed.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Records

Records Title		Retention	
Series	and Description	Function and Use	Disposition Instruction
05447	Kentucky State Police Identification and Storage of Recorded MVR Tapes Form and Recordings (KSP-46)	This series documents the usage of Recorded MVR (Motor Vehicle Recording) Tapes used by law enforcement agencies to record traffic stops, pursuits, and field sobriety tests at the scene of an arrest for violation of KRS 189A.010 or at a police station, jail, or other suitable facility meeting the requirements of KRS 189A.100 (2) (a), (b), (c) and (d). This series documents the name, rank and unit number of the officer, the number of times the tape has been used, the location, supervisor's unit number, the return date, and if the tape is an evidence tape, or if it is to be erased and reissued, or destroyed. The form may be used by all law enforcement agencies, including but not limited to Kentucky State Police and county, city, and other local law enforcement departments. This series includes the forms and the tapes.	<p>The series may contain: rank, name and unit number of officer, the identification number of the tape, issue date, unit's signature; supervisor's unit number; the return date, number of times the tape has been used, supervisor's remarks and unit number.</p> <p>Agency: I Records Center: Archives Center:</p> <p>Destroy by order of the District Court after fourteen (14) months if there is no appeal of any criminal or traffic case or if the videotape did not record the actual happening of an accident involving a motor vehicle, or fourteen (14) months after a decision not to prosecute a case after an arrest has made or citation issued, or twenty-six (26) months if there is no appeal of any criminal or traffic case if there is a recording of an accident involving a motor vehicle, and/or after all appeals have been exhausted, or at conclusion of civil case filed as result of recording or at conclusion of exhaustion of all appeals arising from any law enforcement agency administrative proceedings.</p>
05443	Evidence/Recovered Property Form (KSP 41)	This series documents evidence discovered in the course of a criminal investigation and any recovered property that is associated with the investigation. The recovered property will be described in detail, including the make, model, etc. The form also will include the chain of custody, specifically the item name, date and time of the release, the name of the person releasing the item(s), who received the item(s), and the purpose the item(s) is/are being released. The final disposition date of evidence or recovered property will also be documented. This form may be used by all Kentucky law enforcement agencies, including but not limited to Kentucky State Police, county, city, and other local police departments.	<p>This series may contain: name of county evidence or property obtained; name and address of owner; date and time evidence or property recovered; date and time officer completed a NCIC (National Crime Information Center) check; if the property may be released and conditions of release (if applicable); the case/citation number; the laboratory location number; location recovered, obtained, and stored; if property is a state/federal forfeiture; case officer name and unit number and date.</p> <p>Agency: I Records Center: Archives Center:</p> <p>Destroy after fourteen (14) months if there is no appeal of any criminal or traffic case or after a decision not to prosecute a case after an arrest has been made or citation issued, or twenty-six (26) months after all appeals have been exhausted.</p>

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Records

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
05451	Sex Offender Files (C) KRS 61.580; KRS 17:510; KRS 17:580 (V)	The Sex Offender Registration Act was enacted in 1994 pursuant to KRS 17.500 through 17.540 and 42 USC 14071 which requires the Justice Cabinet to develop and implement a Sex Offender Registration System. The registrant is more specifically defined in KRS 17.500 but is a person who is eighteen (18) years or older and has been convicted in a court of any state or territory, a court of the United States or a court martial of the Armed Forces of a sex crime or criminal offense against a minor, or who has been committed as a sexually violent predator. The registrant is required to complete forms at the Probation and Parole Office and be fingerprinted at the detention facility. The forms and fingerprints are submitted to the Kentucky State Police. Pursuant to KRS 17.580, the Kentucky State Police are to maintain and update a web site containing information regarding the registrant. Registrants are required to register for either ten (10) years or for life depending on the nature of the offense and whether the offender has previous or multiple convictions of certain offenses as set forth in KRS 17.520.	Series may contain: Name, age, race, sex, date of birth, height, weight, hair and eye color, photograph, aliases used, residence, a brief description of the crime or crimes committed, fingerprints, Social Security number, date of release from custody, maximum date of sentence or supervision, whichever is longer; name of person completing form (if registrant is assisted), office phone of the releasing entity, signatures, SOR identification number, additional remarks, date form is completed.	Agency: 1	Records Center:	Archives Center: Retain in agency for one (1) year after required registration period, after registrant has relocated to another state or after death of registrant, then destroy.
00055	Civilian Traffic Accident Reports Change Date: 6/9/2005	This series documents an individual's account of the occurrences that led to an auto accident. The forms are provided by the Department for use when accident parties either do not call the local police to work the wreck or have moved the vehicles, so that an officer is unable to determine how the accident happened. The forms are obtained from local police departments and completed by the driver(s) involved. It is then sent to the Department, where it is kept on file for a period of two years for citizen reference only. No action is taken on this information, nor, is it used in the yearly statistics compiled by respective department. The citations are scanned into the agency's FileNet Imaging System.	Series contains: time of accident; county; day of week; date of accident; location of accident; driver name; address; drivers license number; date of birth; vehicle registration information; vehicle type; damage; estimated cost of repair; diagram of accident; narrative of accident	Agency: 2	Records Center:	Archives Center: Destroy hard copy after scanning and verification. Destroy images after two years

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Records

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00059	Uniform Citation File - (Electronic) (C) KRS 61.878 (1) (h) Change Date: 6/9/2005 Administrative Change Date: 9/9/2004 (To change disposition instruction) (V)	This file documents charges made against persons for criminal or traffic offenses. It is issued by law enforcement officers throughout the Commonwealth. It is used as the basis for establishing court appearance dates and to begin the judicial process. The information is used by law enforcement officers when testimony concerning the incident is required. In addition, the information is also used in the compilation of Crime in Kentucky and Traffic Accident Facts Report, which are yearly publications issued from the Department. The citations are scanned into the agency's FileNet Imaging System.	Series contains: Name; alias; address; type of identification; number of identification; social security number; date of birth; sex; race; place of employment; vehicle make; vehicle type; vehicle year; color; registration information; miles per hour; miles per hour zone; radar violation code; phone number; resident status; marital status; victim's relationship to offender; ethnic origin; height; weight; hair color; eye color; violation date; time; location; breathalyzer results; date of arrest; time; county of violation; violation code; statute; ordinance; charges; plea; finding; final violation code; disposition code; fine; costs; fee; jail/prison code; probation code; court date; time; location; case number; disposition date; trial type; clerk's initials; post-arrest complaint; name and address of witnesses; officer signature; badge/identification number; assignment; additional offender information; right thumb print (for DUI only)	Agency: 5	Records Center:	Archives Center: Destroy hard copy after scanning and verification. Destroy images after five years

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Records

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03984	Uniform Offense Report - KSP Records Change Date: 6/9/2005	This series was created by the Department to provide a uniform mechanism for local law enforcement agencies to report incidents of criminal occurrences within the Commonwealth, as required in KRS 15A.190. In addition, it fulfills the terms of KRS 17.150 and 153 which requires the Department to collect, tabulate and report such incidents to the legislature, public and the Federal Bureau of Investigation. The series is used by those local agencies (approximately 412) which do not have the capability of transmitting the statistical information electronically to the Department. Upon receipt of the report, the information is keyed into the Integrated Criminal Apprehension Program (ICAP), a system which automates all law enforcement functions at the respective site. (Currently, there are 60 remote systems that provide incident-based arrest and offense information directly to the Department). The statistical data entered into ICAP, along with the electronic submissions, is then used to generate Uniform Crime Reports, which are submitted to the FBI, and the publication, "Crime in Kentucky." Upon verification of the entries and the production of the statistical reports and publications, there is no further need for this series. The citations are scanned into the agency's FileNet Imaging System.	This series contains information related to the location of the incident; specific offense data; victim data; officer making report; badge I.D. number; date completed; time spent; and who report was reviewed by.	Agency: I	Records Center:	Archives Center:
				Destroy hard copy after scanning and verification. Destroy images after five years and after publications and reports have been produced		
00052	Uniform Traffic Accident Reports Change Date: 3/8/1990	This series documents the number, type, location, and description of all traffic accidents reported to the Kentucky State Police (KSP) by all law enforcement agencies throughout the Commonwealth. It is coded by KSP personnel and entered into the Kentucky Accident Reporting System - KARS, - 03452, which is maintained by the Transportation Cabinet. The hard copy report is then transferred to the Traffic Section of the Transportation Cabinet so that traffic engineers can study the drawings of the accidents made by law enforcement officers at the scene and time of the accident. It is used by KSP to compile accident statistics through joint use of KARS. The report also functions to increase patrols in high accident locations. If a report is lost at the local level, it can be made available to the parties involved in the accident by requesting a copy from KSP.	Series may contain: local code; agency identification number; name of investigating agency; number killed; number injured; investigation completion note; hit and run note; day of the week; military time; date; intersection; one way note; ramp; direction; mile post; speed limit; operator's license number; state; restriction and compliance note; operator name; address; date of birth; owner name; vehicle make; model; registration number; insurance company name, address; fire and/or overturned note; estimated speed; hazardous cargo note; drawing of accident; property damage note; time of ambulance arrival; witness names and addresses; citations; officer's signature	Agency: 3 months	Records Center:	Archives Center:
				After input is complete, transfer hardcopy to Transportation Cabinet, Department of Highways, Traffic Section		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety State Police Records

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00054	Request for Copy of Accident Reports	This series documents requests for copies of the Uniform Traffic Accident Report - 00052 from the Transportation Cabinet Traffic Section. It is then forwarded to the groups involved in the respective accidents. Once the request is completed, the information is no longer useful.	Series contains: request date; receipt date; names of drivers involved; location of accidents; mailing name and address	Agency: 1	Records Center:	Archives Center:
				Destroy when no longer useful		
00056	Daily Fatality Summary Change Date: 3/8/1990	This series documents daily and cumulative traffic fatality tolls that occur in Kentucky. It also records comparison traffic fatality tolls for the same time periods during the prior four years. Each law enforcement agency within the Commonwealth is required to daily report traffic fatalities to Post 12, which is the Kentucky State Police (KSP) centralized location for receiving fatality information. It is forwarded to the Records Section for daily compilation and reporting to the agency head. It is used to compile public information statistics such as holiday fatalities, year-to-date fatalities, prior year fatalities, etc. Fatality statistics are also made available to the National Safety Council. It also functions to increase patrol in high incident locations. The personal information is made available to the Transportation Cabinet, Division of Driver Licensing, to invalidate the licenses of the deceased.	Series contains: date; fatality tolls to date for current year; fatality tolls for four prior years during same time period; name of deceased; address; race; sex; age; date/time of accident; type of accident; county; location; restraint notation	Agency: 5	Records Center:	Archives Center:
				Destroy		
00060	Case Assignment Sheet (C) KRS 61.878 (1) (h)	This series documents the establishment of any investigation conducted by the Department. It is created at the post level as a means of quick reference as to the status of any case. It also acts as the index to Criminal Case Report File - 00145. Information contained in this series is also used for statistical analysis, administrative comparisons as to activity levels from post to post, and as an investigative tool for internal analysis. Note: 1948 - 1986 is in 16 mm film format.	Series contains: month; date case received; case number; time; date; nature of complaint and/or name of victim; officer assigned to case; name of county and location of incident; status indication	Agency: 80	Records Center:	Archives Center:
				Destroy		
00065	Uniform Crime Report Supplementary Report of Offenses	This series documents an additional report which identifies information on property values stolen and property values recovered as reported by law enforcement agencies across the Commonwealth. It may provide comparable statistics in the number and financial total of property stolen and recovered between regions.	Series contains: respective reporting agency; value of property stolen; value of property recovered	Agency: 1	Records Center:	Archives Center:
				Destroy		
00066	Supplementary Homicide Reports - (Uniform crime reports)	This series documents information that is reported by the Department for statistical purposes. It is also forwarded to the Federal Bureau of Investigation.	Series contains: date of homicide; circumstances; victim data; offender data	Agency: 1	Records Center:	Archives Center:
				Destroy		
00067	Age, Sex, and Race of Persons Arrested Over 18	This series documents a form which collects information on offenders arrested that are 18 years of age or older. It is collected during a reporting month.	Series contains: individual offenders; offense; age; sex; race; ethnic origin	Agency: 1	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Records

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00068	Age, Sex, and Race of Persons Arrested Under 18	This series documents a form which provides information on offenders arrested under the age of 18. It is processed monthly and is used for recording the disposition of juveniles.	Series contains: individual offenders; offense; age; sex; race; ethnic origin	Agency: 1	Records Center:	Archives Center:
				Destroy		
05340	Collision Report Analysis for Safer Highways (CRASH) System - (Electronic) (C) KRS 189.635 (5) Change Date: 6/13/2002	The Collision Report Analysis for Safer Highways (CRASH) System is a project sponsored by the Department to capture and report data concerning traffic accidents that occur within the Commonwealth, for the purpose of providing better services and to improve highway conditions, as required in KRS 189.635 (1). The system has many features, including logging, batching, scanning and imaging of accident reports submitted to the Department, as well as data entry, data extraction and electronic file transfer. Law enforcement agencies can submit the information to the Department in a paper or electronic format. After scanning, the accident report in paper format is returned to the transmitting agency. Funding for CRASH comes from both state and federal sources. An extract of the information contained in the system is forwarded to the Federal Highway and Safety Administration on a regular basis. An extract of the data files is also given to the Kentucky Transportation Research Center for the purpose of publishing Traffic Accident Facts and the Analysis of Traffic Accident Data in Kentucky (M0007). The Transportation Cabinet has direct electronic access to the information it needs to study and/or improve highway safety conditions. Information from the Kentucky Accident Reporting System (KARS), the previous system, was converted to CRASH.	Series generally contains: Master file number; county; route number; mile post; local code; location of damage injury; type of collision; contributing factors; total traffic units involved; land/use locality; roadway surface condition and type; weather; roadway character; traffic control devices; light conditions; pedestrian action; direction of travel; sex and age of occupants	Agency: 1	Records Center:	Archives Center:
				Delete files (images and text) that are older than ten years		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Services
Driver Testing

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00165	Commercial Driver Training School File - (May include: application for license; license renewal; personal history of driver school owners and managers; insurance certification school motor vehicle fleet information; inspection reports of driver school; vehicle inspections)	This series documents information related to instructor records of commercial driver training school operations for State Police officers. It identifies miscellaneous data, such as the hours of operation and contracted services on vendors providing specialized drivers training to the Department.	Series may contain: location of school; equipment; contracts; fees; hours of operation of training; vehicles licensed; insured status; owner history	Agency: I	Records Center:	Archives Center:
				Destroy two years after school ceases operation		
00166	Commercial Driver Training Instructors File - (May include: application for instructor; license; instructor examination results; license renewal application; physical exam results; termination; notification for driver instructor)	This series documents personal information of driver training instructors who are licensed to train in the Commonwealth. It provides current information as to their qualifications, education, and previous employment. It is forwarded and marked in the Division of Driver's Licensing, Transportation Cabinet for any traffic convictions.	Series contains: names of instructors; physical description; education; driving history; previous employment	Agency: I	Records Center:	Archives Center:
				Destroy two years after termination or instructor ceases to renew license		
00167	Records Applicants for Driver Tests and Results	This series documents applicants who are completing the drivers test to be licensed as operators of motor vehicles in the Commonwealth. It also records the results of the drivers test.	Series contains: names of applicants; age; dates of test; type of examination taken; results of examination	Agency: 3	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Services
Facilities Security

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
00172	Facilities Security Check In/Out Form	This series documents a form which identifies employees who enter state owned facilities after regular work hours. It provides the length of time they were in the building for security purposes.	Series contains: date of sign-in; names of persons; work location	Agency: 1 Destroy	Records Center:	Archives Center:
00173	Courtesy Warning for Facilities Security	This series documents a form that identifies motorists who receive a courtesy warning from State Police officers for illegally parking on state facilities.	Series contains: date of courtesy warning; name of state facility; name of officer	Agency: 1 Destroy	Records Center:	Archives Center:
00174	Daily Report, Facilities Security	This series documents a daily report outlining the work activities of State Police officers who are assigned the enforcement of security at state facilities during one shift of duty. It is used to report any occurrences of an unusual nature that are observed by officers.	Series contains: date; name of officer; state facility; activities	Agency: 2 months Destroy	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Services/Information

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
04267	Uniform Citation - (Excluding Traffic Violations) (N) If prosecution is completed or will not occur	This series was created to provide a uniform mechanism for local law enforcement agencies and the Department of State Police to report offense occurrences, as required in KRS 17.150 and 15A.190. It is completed by the law enforcement official when the individual is charged with a crime (misdemeanor or felony). The citations completed by State Police are filmed, using the copy which denotes final disposition of the case. Information from the series is also entered into the Integrated Criminal Apprehension Program (ICAP) (NOS) for statistical purposes. Local agencies which have the capability enter information from the citation into ICAP. Those that do not, send a copy of the citation to the Department after the perpetrator has been fingerprinted. Upon receipt, Department staff enter the information into ICAP and the citation is returned to the respective agency. Information from the series is used as primary input into the Criminal History Tracking System (NOS). NOTE: Citations resulting from offenses by juveniles are not filmed.	Offender Name; Alias; Address; Date of Birth; Sex; Race; Home Phone; Emergency No.; Ky. Resident Status; Marital Status; Victim's relationship to offender; Ethnic Origin; Height; Weight; Hair Color; Eye Color; Alcohol/Drug Involvement; Place of Employment and Address; Vehicle Information; Date/Time of Violation; Charges; Court Dates; Court Location; Case No.; Post Arrest Complaint; Case Information; Control No.	Agency: 80 years	Records Center: NA	Archives Center: NA
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Supply

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00077	Officer's Monthly Automotive Records	This series documents the assigned location of motor vehicles used in departmental operations to track the inventory available to officers. It is then forwarded to the Data Processing Section of the Department. Attachments to the series are forwarded to different locations as vehicles are reassigned.	Series contains: monthly activities of respective vehicles as assigned to officers at locations; names of officers responsible	Agency: 1	Records Center:	Archives Center:
				Destroy upon disposal of vehicle		
00078	Uniform Issue and Equipment Exchange	This series documents the issue of departmental uniforms or other property reassigned to respective locations during the course of operations within the Department for identification purposes.	Series contains: location of uniform/equipment; property number; serial number; item code; financial value; condition; purchase order number; vendor; acquisition date; model number;	Agency: 1	Records Center:	Archives Center:
				Destroy three years after disposal of equipment		
00079	Officer's Permanent Issue Records	This series documents the clothing and equipment necessary for law enforcement functions that are issued to each respective State Police officer. It aids in identifying the inventory of items issued.	Series contains: serial numbers; property numbers; name of item; officer's name; officer's unit number; officer's assignment; date of issue	Agency: 1	Records Center:	Archives Center:
				Destroy five years after termination of employment in the agency		
00080	Vehicle Salvage Records	This series documents the sale of vehicles previously used in the completion of law enforcement operations that are determined to be surplus property. Surplus property is no longer needed for efficient utilization of departmental activities. The vehicles are distributed to other law enforcement agencies of the Commonwealth.	Series contains: date of transaction; State Police number; serial number; make/model of sale items; quantity; approximate value; approval signature; signature of receiving officer	Agency: 3	Records Center:	Archives Center:
				Destroy		
00081	Receiving Record for Police Cruisers			Agency: 1	Records Center:	Archives Center:
				Destroy upon disposal of vehicle		
00082	Office Supplies and Forms Requisition	This series documents the order of routine supplies such as paper needed for completion of administrative functions within the Department.	Series contains: supplies requested; items issued; location; date of order; issuing and receiving officer; quantity requested; cost of items requested	Agency: 1	Records Center:	Archives Center:
				Destroy		
00083	State Credit Card Receipts - (Duplicate)	This series documents the expenditures charged in the completion of agency operations on credit cards issued to Department of State Police officers.	Series contains: State Police number; date of issue; officer's signature; credit card number	Agency: 1	Records Center:	Archives Center:
				Destroy when obsolete		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Supply

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00084	Post Automotive Inventory Records - (Supply)	This series documents the state police cruisers that are issued to respective posts for officers to utilize in law enforcement activities.	Series contains: State Police Posts; date of issue; State Police number; miles of vehicle; make/year; name; cost of parts requested; receiving officer	Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
00085	Laboratory Supply Requisition - (From forensic laboratories)			Agency: 3	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Vehicle Investigation

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03541	Vehicle Recovery Log Change Date: 12/14/1989	This series documents the recovery of any stolen vehicle by any State Police Post. Each post is responsible for reporting to Headquarters the recovery of any stolen vehicle in its area. The reporting process is accomplished through a message entered into the National Crime Information Center/Law Enforcement Network of Kentucky (NCIC/LINK). Once Headquarters receives the information, it is noted in the Recovery Log to enable quick reference and monthly statistical analysis. After verification of the information occurs, the NCIC/LINK message is deleted.	Series contains: date; officer's name; unit number; case number; year and make of vehicle; vehicle identification number; license year; state and number on vehicle at recovery; total arrests; estimated value	Agency: 5 Destroy	Records Center:	Archives Center:
03542	Title Hit File Change Date: 12/14/1989	This series documents each successful comparison by the Department of a title and vehicle identification number (VIN). A check is made through the National Crime Information Center/Law Enforcement Network of Kentucky (NCIC/LINK) and either the title or VIN have a stolen status. If a person attempts to title a vehicle through the Transportation Cabinet and the VIN and title don't match, a request for the title and VIN to be verified through NCIC/LINK is sent to the Department of State Police, Vehicle Investigation Section. The Department runs the check and if no stolen status appears, a mismatch occurs. Transportation is advised of this and can proceed with titling the vehicle. However, if a hit is made, the vehicle has been reported as stolen by some law enforcement agency throughout the nation. The Department contacts the reporting law enforcement agency to see if stolen status is appropriate. If it is not appropriate, the reporting agency is asked to clear the NCIC/LINK entry. If stolen status is appropriate, the Department holds the vehicle information for further investigation and creates the file.	Series contains: correspondence; handwritten notes; copies of NCIC/LINK entries; copy of Automated Vehicle Information System (AVIS) search	Agency: 5 Destroy	Records Center:	Archives Center:
03543	Title Hit Log Change Date: 12/14/1989	This series documents the assignment of a hit number by the Department to each successful comparison of a title and vehicle identification number (VIN). A check is made through the National Crime Information Center/Law Enforcement Network of Kentucky (NCIC/LINK) and either the title or VIN have a stolen status. The checks are generally conducted as a part of the section's daily business or following a request from the Transportation Cabinet, Department of Motor Vehicle Licensing. The information related to this hit is contained in the Title Hit File - 03452, however, the log establishes the hit number and is used as a quick reference guide to answer inquiries from other agencies. It is also used to answer inquiries from individuals wanting to title vehicles that have a questionable status.	Series contains: date received; State Police record number; make and VIN; name on title; status of case; date completed	Agency: 5 Destroy	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
State Police
Vehicle Investigation

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03544	Title Application File For Rebuilt Motor Vehicles Change Date: 12/14/1989	This series documents that a person has applied to the Transportation Cabinet to license a rebuilt vehicle. The information is gathered by Transportation and made available to the Department of State Police to aid in the investigation of stolen vehicles. Since this information documents that the vehicles involved have been rebuilt from salvage or junk vehicles, and since the vehicles and parts involved may later be reported as stolen, it provides the Department with an investigative trail. It is also used to identify persons involved in this activity frequently and can identify geographic locations that have high incidences of "rebuilt" and/or "stolens". NOTE: The date span of the information that the Justice Cabinet wishes to acquire has not yet been captured on film, therefore, this is an estimate.	Series contains: correspondence; salvage title(s); odometer reading; letter of authorization to clerk; application for title; notarized labor statements	Agency: 5 Destroy	Records Center:	Archives Center:
03545	Application File for Motor or Vehicle Identification Number Change Date: 12/14/1989	This file documents that a person has applied to the Transportation Cabinet (TC) for the replacement of a stolen or lost vehicle identification number (VIN) or motor number. It is initiated by Transportation and made available to the Department to aid in the investigation of stolen vehicles. Since it traces the stolen or lost VIN and could be linked to other vehicles in further investigations, it provides the Department with an investigative trail. It is also used to identify repeat applicants of this service or to identify geographic locations that have high incidences of stolen VINs. NOTE:** The date span of the information that Justice wishes to acquire has not yet been captured on film, therefore, this is an estimate.	Series contains: notarized application; proof of ownership such as bill of sale, title, registration, affidavit or notarized statement as to why there is no serial or VIN; new VIN assigned; authorization correspondence to county clerk	Agency: 5 Destroy	Records Center:	Archives Center: